



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, U.S. ARMY ALASKA  
600 RICHARDSON DRIVE #5000  
FORT RICHARDSON, ALASKA 99505-5000



APVR-RPW-H

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Outgoing Temporary Lodging Allowance (TLA) Entitlements (DPW Policy #5-1)

1. Reference: Joint Federal Travel Regulation (JFTR), Part C, Temporary Lodging Allowance U9201.
2. Purpose: This memorandum outlines the procedure for Out-going TLA.
3. General: USARAK policy limits outgoing TLA to 4 days is tied to the Quarters Cleaning Initiative. Since the government has assumed the majority of the responsibility for the final cleaning of quarters as a contracted maintenance cost, it has been determined that four days is sufficient time for the soldier to complete their remaining quarters clearance requirements. This is a 4 day standard establishing a common TLA policy for USARAK and PACAF Alaska installations/bases. The availability date (which the soldier selects) should be based upon integrating this 4-day TLA entitlement into your personal travel plans as efficiently as possible. It is the soldiers responsibility to schedule (as far in advance as necessary) final clearance, transportation pick-up, personal travel arrangements, and leave approval, as well as to select availability (departure from USARAK) date to maximize the use of these four days TLA. In other words, the soldier has four days TLA to utilize to best advantage. If plans (or failure to plan) result in transient housing occupancy which exceeds the TLA entitlement, that is considered a decision made for individual convenience and is not justification for requesting TLA.
4. This four-day limitation supersedes all previous TLA policies and the authority for approving exceptions rests solely with the Director of Public Works.

MARK C. NELSON  
COL, EN  
Director Public Works

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